Cardinal

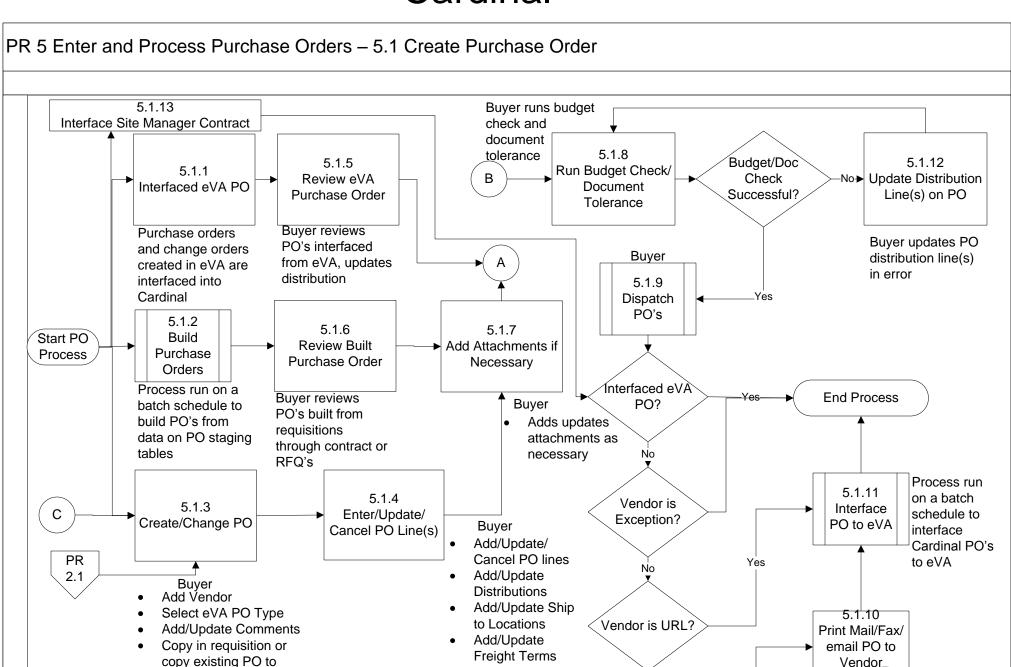**Cardinal Flowcharting Standards**

Template Key

Symbol	Description
Step Description	Represents an interface or a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.
Batch Process	Represents a batch process within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.
Manual Operation	Represents a process or step that is performed manually. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.
Decision Outcome	Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding. NOTE: this symbol itself does NOT represent any activity, and should not be given an identifier.
Entity Name	Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information
Step Number	The step number should be placed at the top of each step or process

1.1.1
Approve PO

Symbol	Description
Start	Indicates point at which the process begins. Does not represent any activity.
End	Indicates point at which the process ends. Does not represent any activity.
Document	Represents a document of any kind, either electronic or hard copy
X	On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Also used to reference a sub process within the same main process. Connectors are labeled with UPPER CASE letters.
Budget YE Close GL 5.3	Inter Process Connector. Used to connect steps between business processes. Description can include Process step name. (e.g. General Ledger Sub Process 5.3 would be Budget YE Close GL 5.3).

Cardinal

PR 5 Enter and Process Purchase Orders – 5.1 Create Purchase Order

5.1.13 Interface Site Manager Contract

5.1.1 Interfaced eVA PO

Purchase orders and change orders created in eVA are interfaced into Cardinal

5.1.5 Review eVA Purchase Order

Buyer reviews PO's interfaced from eVA, updates distribution

Buyer runs budget check and document tolerance

B

5.1.8 Run Budget Check/ Document Tolerance

Budget/Doc Check Successful?

No → **5.1.12** Update Distribution Line(s) on PO

Buyer updates PO distribution line(s) in error

Yes

A

Buyer

5.1.9 Dispatch PO's

Start PO Process

5.1.2 Build Purchase Orders

Process run on a batch schedule to build PO's from data on PO staging tables

5.1.6 Review Built Purchase Order

Buyer reviews PO's built from requisitions through contract or RFQ's

5.1.7 Add Attachments if Necessary

Buyer
- Adds updates attachments as necessary

Interfaced eVA PO?

Yes → **End Process**

No

Vendor is Exception?

No

Yes → **5.1.11** Interface PO to eVA

Process run on a batch schedule to interface Cardinal PO's to eVA

C

5.1.3 Create/Change PO

Buyer
- Add Vendor
- Select eVA PO Type
- Add/Update Comments
- Copy in requisition or copy existing PO to create a PO

PR 2.1

5.1.4 Enter/Update/ Cancel PO Line(s)

Buyer
- Add/Update/ Cancel PO lines
- Add/Update Distributions
- Add/Update Ship to Locations
- Add/Update Freight Terms

Vendor is URL?

No

Yes

5.1.10 Print Mail/Fax/ email PO to Vendor

Cardinal

PR 5 Enter and Process Purchase Orders – 5.2 Purchase Order Approval